



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

3/30/15

Annissa Abston
2636 Belmont Rd
Keokuk IA 52632

Dear Annissa,

This letter is in regards to the 3/24/15 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Annissa needs to remove paint and glitter supplies from child accessible areas of her home.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Annissa needs to place gloves in her home first aid kit.

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

Annissa needs to remove the following items from her porch area: smoker, weight set, leaf blower) ; remove animal trap next to deck, cover garbage can on caddy, rehook wooden glider swing, reconnect chain on west fence.

☐ 110.5(1)h Is kept free from litter, rubbish and flammable materials.

Annissa needs to remove garbage from nearby tree line next to play area, remove cardboard on porch, pick up branches and remove from area, remove empty butane torch next to deck, remove wood panel, remove soiled comforters next to tree.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Annissa needs to practice monthly and document.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Annissa needs to practice monthly and document.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Annissa needs to provide documentation of current course completion.

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Annissa needs to show documentation of current course completion for Bill.

☐ 110.5(2)d An individual file is maintained for each substitute and contains:

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

Annissa needs to show documentation of current course completion for Bill.

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

Please refer to 110.5(1)h.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need for J.R. Need update for A.G., B.M.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

Need for J.R. Need update for A.G., B.M.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

Need for J.R. Need update for A.G., B.M.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need updated physical for J.R.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Need for J.R. Need update for A.G., B.M.

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Need update for A.G., M.R. Need signature and date on form for B.M.

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

Need for J.R. Need update for A.G.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 5/14/15.**

- ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **5/14/15**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling
Social Worker II

MACHELLE PEZLEY
Machelle Pezley
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).